

Instructor Candidate Interview

REE-008-7
Rev. 01/03

Instructor Candidate Name

Council Member Name

Subject(s) Requested

Date

Upon completion of the instructor certification procedure, the instructor candidate will meet the education minimum qualifications outlined in the Certification Policy by:

1. Meet minimum education & experience qualifications (i.e. having 5 years of experience in subject area);
2. Interview with Council member and pass the final course exam with a minimum score of 90%;
3. Observe 100% of the course (optional)
4. Create, Submit and receive approval of a lesson plan;
5. Assistant teach at least 25% of the course;
6. Attend an IREC approved Train the Trainer Workshop.

Questions For Council Member To Ask The Candidate

1. How did you gain sufficient knowledge of this subject to teach it?
2. How long have you taught adults, in what subjects and on what level?
3. Why do you want to teach real estate courses?
4. What teaching methods are you familiar with and prefer to use?

☐ Role playing ☐ Debate ☐ Break out groups

☐ Panel discussions ☐ Town hall

☐ Small group participation ☐ Lecture

☐ Case studies ☐ Other (explain):
5. How familiar are you with the different ways adults learn?
6. Which types of visual aids do you most often use?
7. How do you encourage student participation?
8. Considering that adults have retention rates of lecture-5%, reading-10%, audio/visual-20%, demonstration-30%, discussion group-50%, practice by doing -75%, teach others/immediate use-90%; how do you adapt your teaching methods to gain as high of a retention rate as possible?
9. Have you taught any “distance learning” courses? If yes, please describe:

Explain the following requirements (found in *Certification Policy*):

1. Procedures for collecting course evaluations
2. 100% mandatory attendance for students and instructors
3. Options for students to make up missed class time
4. Course exam retake procedures (when a student fails the course exam)
5. Field trip requirements for Practices
6. Recruitment restrictions
7. Awareness (procedures) of students with special needs according to ADA requirements

Ask the Candidate if he/she has any questions regarding the:

- | | |
|---|--|
| <input type="checkbox"/> Instructor certification process | <input type="checkbox"/> Role of the Education Council |
| <input type="checkbox"/> How to renew your instructor certification | <input type="checkbox"/> Annual Train the Trainer Workshop |
| <input type="checkbox"/> How to work with a senior instructor | <input type="checkbox"/> Others? |

Administer the exam. This is a closed book, no notes exam. The candidate must get at least a 90% on the exam. The candidate can review the answers once you have graded the exam, but this should be monitored and there cannot be any note-taking during the review for exam security reasons.

Exam Title:
Exam Date:
Exam Score:

Interviewer's Ratings

Score 1-5 (5 is best)

11. Does the candidate exhibit the level of subject knowledge necessary to teach this subject? _____

Comments:

12. Does the candidate exhibit the communication skills necessary to teach this subject to adult learners? _____

Comments:

13. How are the candidate's verbal communication skills? _____

14. Is the candidate cooperative? _____

15. Rate the candidate's ability to explain. _____

16. What are the candidate's strengths?

17. What are the candidate's weaknesses?

* The Council member should give the candidate a copy of the book *How To Teach Real Estate To Adults*, by Donald Levi. Please return this form within 1 week of the interview. Thank you for your time and commitment to real estate education in Idaho!